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CHRO VIRTUAL ONLINE TRAINING ANNOUNCEMENT: SUPERVISING MULTIPLE PROJECTS & PEOPLE

CLASS: Supervising Multiple Projects & People

DATE: 28 July 2020

TIME: 08:00 – 14:00 (Total 5hrs.)

This training will be held virtually via Adobe Connect

COURSE DESCRIPTION:

Leaders are not only responsible for ensuring the contributions of others to the organization, but they are also responsible for ensuring their optimal levels of personal productivity. In order for leaders to be successful in their role; there must be a proper alignment between priorities and executional quota. In this seminar executives will examine contemporary techniques on resource allocation, productivity recapture, and process optimization.

OUTCOME:

- Maintain a reasonable workload by managing expectations.
- Identify peak productivity times of the day and how to use them most effectively.
- Learn how to avoid information overload by identifying causes, screening information, and communicating effectively.

ELIGIBILITY:

This class is open to all U.S. Appropriated Fund (APF), MLC/IHA employees serviced by Okinawa CHRO. Requires LPL 3/equivalent or above level for USMC MLC/IHA employees to attend.

Priority for this training is as follows:

Priority 1: USMC APF (GS/WG/WS) Supervisors, Managers

Priority 2: USMC MLC/IHA Supervisors

Priority 3: USMC Non Leaders: APF (GS/WG/WS), MLC/IHA employees

HOW TO APPLY:

Nomination must include below listed information:

- 1) Name
- 2) Grade
- 3) Position Title
- 4) Organization
- 5) Duty Phone
- 6) Supervisor's Name
- 7) Priority based on eligibility (indicate (1), (2) or (3))

Submit nominations to Workforce Development Unit, Civilian Human Resources Office via e-mail to MCBBUTLERCHROTraining@usmc.mil. Deadline for submission is 17 July 2020.